



## SCUOLA EUROPEA di VARESE

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### **Request for special Arrangements for the European Baccalaureate**

A written request needs to be made to the Director of the school and must include a written disclaimer from the representative of the pupil before 15th October .

This request must specify the exact special arrangements being sought e.g. extra time or the use of a computer in exams.

It must be made clear whether the request relates to written and /or oral exams or both.

The request needs to be accompanied by documentation which supports the need for special arrangements.

Thus the documentation submitted needs to:

- Be an up to date complete it must not be more than two years old
- Be legible, on headed paper, signed and dated
- Clearly indicate the nature of the medical /psychological problems of the student
- Detail the diagnostic tests administered on official headed notepaper which must be signed and dated
- Give the title, name and professional qualifications of the expert who has undertaken the evaluation and diagnosis of the pupil out the testing of the student
- Reports for learning disorders need to describe the pupil's strengths and difficulties (cognitive assessment) and their impact on learning (educational evidence) and the tests or techniques used to arrive at the diagnosis.
- Reports for medical/psychological issues need to specify the pupil's medical/psychological needs and their impact on learning (educational evidence).
- Be in one of the vehicular languages, i.e. English, French or German. (if the original assessment/evaluation is not in one of the 3 vehicular languages it needs to be translated into one of them and the translation has to be submitted with the request.)

**Refer to Doc. 2012-05-D-15-en-11**